

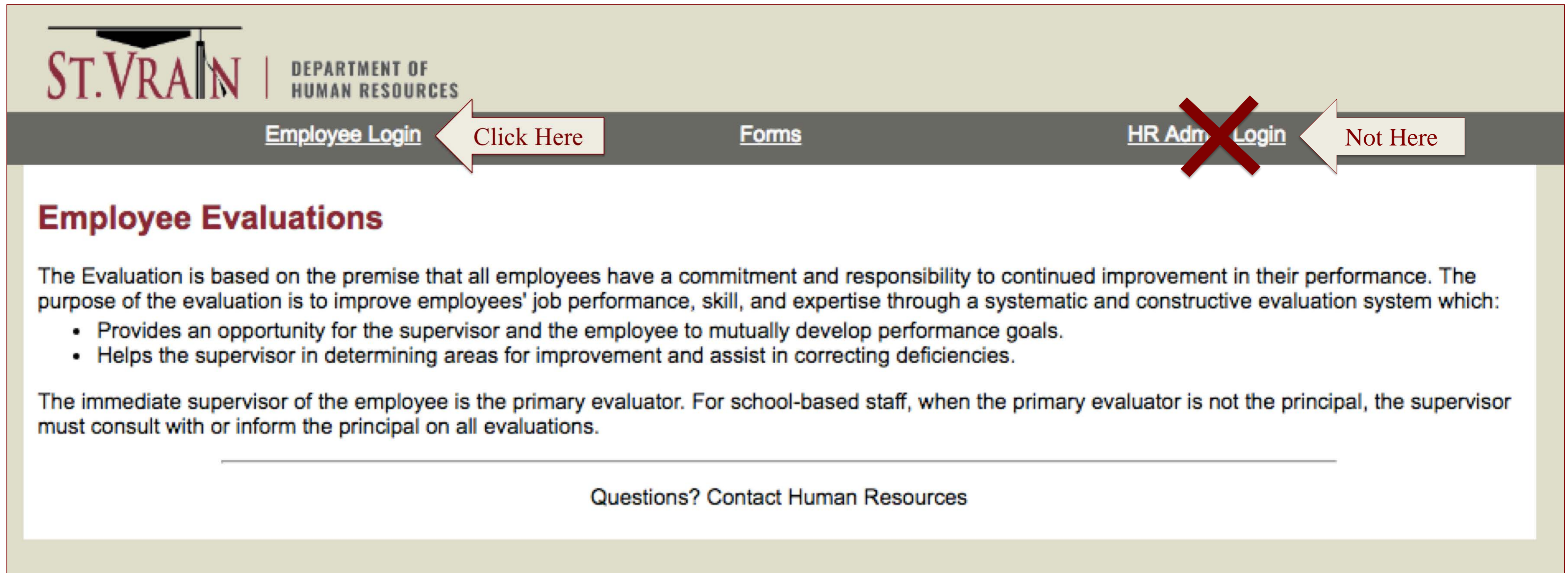
# Login Process for Evaluators and Teachers

# Login Process – Evaluators and Employees

All staff access to the Online Evaluation Management System

- Direct Link: <https://workflow.stvrain.k12.co.us/Employee-Evaluations/>
- Or access system by following these steps:
  - Go to <http://www.svvsd.org/>
  - On the right side under “Employees” select “Human Resources”
  - On the right side under “Quick Links” select “Evaluations”
  - Under Certified Evaluations select “Login page for Online Evaluation Management System”
  - Select “Employee Login” (see screen shot on next slide)
  - Enter your SVVSD User Name and Password

# Login Process – Evaluators and Teachers



The screenshot shows the St. Vrain Department of Human Resources website. The header includes the St. Vrain logo and the text "DEPARTMENT OF HUMAN RESOURCES". Below the header, there are three navigation links: "Employee Login", "Forms", and "HR Admin Login". The "Employee Login" link is highlighted with a white arrow pointing to it and the text "Click Here". The "HR Admin Login" link is crossed out with a large red 'X' and has a white arrow pointing to it with the text "Not Here".

## Employee Evaluations

The Evaluation is based on the premise that all employees have a commitment and responsibility to continued improvement in their performance. The purpose of the evaluation is to improve employees' job performance, skill, and expertise through a systematic and constructive evaluation system which:

- Provides an opportunity for the supervisor and the employee to mutually develop performance goals.
- Helps the supervisor in determining areas for improvement and assist in correcting deficiencies.

The immediate supervisor of the employee is the primary evaluator. For school-based staff, when the primary evaluator is not the principal, the supervisor must consult with or inform the principal on all evaluations.

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Questions? Contact Human Resources